STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

COASTWIDE REFERENCE MONITORING SYSTEM FOR THE COASTAL PROTECTION AND RESTORATION AUTHORITY OF LOUISIANA

A Request for Proposal pre-proposal meeting held on Tuesday, February 14, 2012, at their office located at the Griffon Room, LaSalle Building, 617 North 3rd Street, Baton Rouge, Louisiana 70802 beginning at 10:02 a.m.

BEFORE:

Susan Erkel
Certified Court Reporter
In and For the State of Louisiana

A P P E A R A N C E S

DONA WEIFENBACH, CRS MANAGER, CPRA,
LAFAYETTE FIELD OFFICE

GLEN CUROLE, CRS SUPERVISOR, CPRA,
THIBODAUX FIELD OFFICE

BILL BOSHART, CRS SUPERVISOR, CPRA,
NEW ORLEANS FIELD OFFICE

LEIGH ANNE SHARP, CRS SUPERVISOR, CPRA,
LAFAYETTE FIELD OFFICE

ED HAYWOOD, CRS MANAGER, CPRA, BATON ROUGE

DAVID BURKHOLDER, ENGINEER 7 MANAGER,
CPRA BATON ROUGE

BARRY ZERINGUE, CPRA SUPPORT SERVICES SECTION

RENITA HOSKINS, DNR CONTRACTS AND GRANTS

I N D E X

PROCEEDINGS

Good morning. We'll start the pre-proposal meeting. I'm Dona Weifenbach. I'm the Contract Manager in the Lafayette Field Office and I'd like to introduce the team to you that works on the CRMS project. We have Glen Curole who is the Supervisor of our Thibodaux Field Office. Bill Boshart is the Supervisor of our New Orleans Field Office. Leigh Anne Sharp is the Supervisor of the Lafayette Field Office. Ed Haywood is the Database Manager out of Baton Rouge. David Burkholder is the Contract Manager from Baton Rouge. Barry Zeringue is with our CPRA Support Services Section. Renita Hoskins is with DNR Contracts and Grants.

Just a quick overview of the presentation that I'll give you today. We're going to look at Administrative and General Information for the contract, the scope of the work, the evaluation criteria, the performance standards and then some more sources for information.

Looking at the schedule of events, the schedule of events, the RFP was distributed

on January 30 and an addendum was distributed on February 2. There were two (2) items in the addendum. One was a different title from Ecological Services to the Coastal Reference Monitoring System wetlands contract. And the second change was the duration of the contract which is three (3) years.

This is the Pre-proposal Conference. The deadline for written questions is February 20. The Proposal Deadline is March 5 with a Notice of Intent to Award on April 2. Contract Initiation is August 1st of this year. When you submit the proposal, you'll one signed original and six (6) copies to Renita Hoskins. And she is also who you will send your questions to, written questions. Your proposal must be delivered to DNR Contracts and Grants no later than 3:00 p.m. on March 5, 2012.

There are three main tasks that are in the CRMS scope of work. Ths first task is probably the smallest percentage of the work, that is environmental site assessments; description of habitats and

populations; ecological analyses; programmatic review and recommendations; literature reviews, and evaluation of restoration projects.

The second task: Environmental surveys and data collection is one of the primary tasks of the monitoring programs; environmental and biological surveys, damage assessments to our CRMS sites after storms and man made disasters; and mainly data collection; vegetation, hydrologic, surface elevation, accretion, and soil properties.

The third task is Statistical Data Analysis and Data Management is a primary task. You assemble data from a variety of sources; we have a stringent QA/QC procedure; there is some statistical analysis of data; developing conclusions and making recommendations based on analyses; developing and operating a GIS system.

So this is the site distribution across the coast of the CRMS site. (A map was presented.) I want to backtrack just a minute here and say that CRMS is funded by the CWPPRA Program and the purpose of CRMS

is to collect data to evaluate their CWPPRA Restoration Project and their Restoration Program.

So the deliverable of this contract is consistent high quality data. That's the objective of the program. You see the site distribution. There are about 381 sites in this scope; about 36 are floating; 309 non-floating; and about 50 are swamp sites. The quantity and class of site may change over time during the duration of the contract.

This is an overview (slide presented) of the CWPPRA Project specific monitoring that is included in the contract and there are 40 continuous recorders involved and 44 discrete hydrologic measurements that are taken.

This is a typical CRMS design (slide presented). The station, the sampling area is one kilometer square; aerial photography is taken approximately every three (3) years and USGS manages that and analyzes it for land to water. Within that kilometer square, there's a two meter intensive data collection area. Within that area are

different monitoring stations. There's ten (10) vegetation stations on a transect, There are surface elevation table which is at the boardwalk which is already constructed. Accretion plots are around the boardwalk. And there's a datasonde in a nearby waterbody which collects hourly water level salinity and temperature. And soil samples are taken at each station.

I'll go into a little bit more detail about each vegetation sampling type; core vegetation and emergent marsh vegetation. There are ten (10) permanent plots that are two by two meters square along a transect. You look at vegetation composition, the cover and height. That's sampled annually from mid July until September.

This is a photograph of a typical site in the marsh, a two by two meter plot the pole remains over time.

It's a little different, vegetation in the swamp site. There are three (3) different layers of sampling. And there's a different time scale of sampling. There's a canopy layer, which is a 20 by 20 meter

plot: three (3) plots, DBH, canopy cover is collected and it's sampled every three (3) years from July to September. We had one data set collected this year. This summer this data will be collected. The understory layer are three (3) six by six plots nested within the canopy layer plot. And that also is sampled every three (3) years. That three plots nested inside the understory layer are herbaceous layers and these are sampled annually.

This is a diagram of the swamp veg design so you can picture it a little better.

And then our hydrology sampling: we have continuous recorders at all sites. There are three different types right now. There's open-water site if there's open water near the kilometer square. There are well sites that are placed alongside the boardwalk if there is no open water in the area. And then there's floating marsh. Those are two types: true floating and static. I'll show you some photographs of that in a second. The data recorders record

hourly and all stations are surveyed in to NAVD88. The continuous recorders are serviced six to twelve time a year and the reason it varies is there may be hunting season restrictions on access to the site. There are in many cases. The continuous recorders are supplied by the contractor. Also, discrete porewater salinity is measured at each CRMS site during each service trip at the boardwalk. And porewater salinity is also taken at each vegetation station when sampled.

Here's a photograph of an open water station. These sites are all there. There's a four by four in -- that's drilled to resistence. That's a continuous recorder and an electrical box with a hefty cable. Then there's a staff gauge adjacent to it that will be read each time you service.

This is a boardwalk with a well placed in the marsh (slide presented). Here is a floating marsh mat recorder (slide presented) where a hole is punched in the floating mat and a sone is placed inside that tube. There's also a second recorder

at these sites and in open water so they can look at marsh mat too. And then this is a static marsh mat recorder (slide presented) also. These are supplied -- the setups are supplied by DNR but there is an additional continuous recorder at these sites in open water.

We also look at surface elevation. At each boardwalk they're in non-floating marsh. There is a rod-surface elevation setup driven to resistance and surveyed in using realtime kinematic survey methods. A typical RSET is sampled twice a year. From February to March and then September to October. In floating marshes, the marsh-mat recorder looks at marsh-mat movement.

Here's a picture of a picture of one of our ex-monitoring supervisor's with the rod surface elevation table taking measurements.

And accretion -- adjacent to the boardwalk, at the same time that you measure RSET, there are three (3) half meter by half meter Feldspar plots. These were established on a cyclical basis. They were established this year and during this

contract term in Spring of 2014, coastwide, there will be new establishments of all the sites. Cores are taken with cryogenic corer on the same day that the elevations are measured. Once again, that's twice per year. The number of cores taken varies from three (3) to nine (9) per sampling period as outlined in our SOP.

And here's a photograph of a Feldspar plot and boardwalk. I haven't mentioned this before but all CRMS sites are accessed by boat and there's no walking on the marsh, in and around the site. They are accessed by boardwalk only. A footprint in a Feldspar plot or an RSET plot can ruin the data for that site.

Soil properties: we take three (3) cores with a four-inch PVC core-extracting device near each CRMS station. They were all taken at construction. We look at pH (wet and dry), salinity, moisture content, bulk density, organic matter content, and wet and dry volume. Core samples are required at years ten (10) and twenty (20), but at swamp sites they are required every six(6) years.

So they will be required during the term of this contract.

Site access: access to the sites and our relationships with our landowners is very, very important. The contractor must notify or acquire permission from the landowner prior to accessing their property. We have the landowner agreements that you can look at for certificates that are on the FTP site along with all the other supporting documents.

There are often restrictions during hunting season, alligator season, water fowl, deer -- they all apply. Sometimes we're allowed to go out during the duck season split. Sometimes we can't go out to some sites from September to March. The staff will at some time encounter a lessee's who are unaware of the landowner's agreement and you have to be diplomatic with everyone that you meet out in the marsh. Landowner agreements can and will change. Property changes hands and we have to come up with new agreements. And we recommend that the contractor maintain at least one full-time

position to handle landright's responsibilities. They may require an e-mail before you go out each time or a phone call. But most of them have requirements.

Quality assurance of the data: all data must meet the data quality standards that are outlined in our SOP. The contractor must adhere to the field and QA and QC procedures in the offices, the office timelines, data formats, et cetera. Procedures can and will change. If we find out that some type of data that we're collecting or some methodology is not working out for that particular habitat, we may change things up.

Data analysis and management includes QA/QC in the field and in the office. It includes transferring the data to SONRIS and documenting general field condition. And this can account for up to forty (40) percent or fifty (50) percent of the work on this contract.

For reporting, the minimum requirements: a weekly e-mail is sent to me and the Field Office Supervisors outlining field

conditions. You may have a maintenance issue that you need for the boardwalk. You may encounter a burn or some kind of damage or vandalism to the site that needs to be reported and repaired quickly. Also, a monthly status report to be submitted with invoices indicating the station's service, the data transferred, the raw data and transferred to SONRIS.

The overview of the evaluation criteria for this is -- the first is technical approach to the project and the adequacy of the proposal to achieve the requirements of the scope in sufficient detail. That's worth thirty (30) points. Cost is thirty (30) points. The lowest cost will receive thirty (30) and the proposals are rated by the following schedule. Relevant experience of the firm and qualifications of key personnel assigned to the project is thirty (30) points. The Hudson/Veteran Small Entrepreneurship Program is worth ten (10) points.

For our performance standards we require timely, complete, and high quality data and

deliverable that meet all protocols in our standard operating procedures. We require regular communication at all levels including weekly status reports. And when I say "all levels", the field crews communicate relatively often with our field office personnel for the small issues. And then I have regular conference calls also with the administrative staff. And it's very important to follow all landowner requirements.

For additional information, station locations, maps, our standard operating procedures, it's all on the FTP site that we've set up. This presentation will be located on the FTP site. The sign in sheets and any questions that come up during this meeting will also be posted on the FTP site. Also, you can go the CRMS website at lacoast.gov and see what one of the products of our data is. Our data is public. It can be accessed. You can get it digitally. If you're not aware, you can get it wrapped for you as well as our CWPPRA projects.

So it's time for questions. Do we have

any? (No response.) And once again I'll remind you that your written questions are due February 20, 2012.

MS. CALLAWAY:

You said the readers were supplied by the contractor. Are there any other pieces of equipment that would have to be supplied by the contractor?

MS. WEIFENBACH:

We supply the surface elevation tables. The collars are supplied by the contractor.

MR. HAYWOOD:

All of the meters the contractors supply. Obviously, the boats; new equipment; cameras. All of that.

MS. CALLAWAY:

I didn't even hear that part but any specific equipment like the computers, meters that --

MS. WEIFENBACH:

No. You would propose what brand that you would use. An acceptable brand that meets our standards that are outlined in the SOP. Please provide your name for the Court Reporter.

MS. CALLAWAY:

Sherry Callaway with BFA/LVI out of New Orleans.

MR. BORDELON:

David Bordelon with Weston Solutions. On the labor category on the request in the RFP --

MS. WEIFENBACH:

Uh-huh (affirmative).

MR. BORDELON:

-- there's no indication on how those are going to be rated to determine the thirty (30) points. Is there a formula you all are going to plug that into?

MS. WEIFENBACH:

I'll turn that over to Renita.

MS. HOSKINS:

We're going to just do an average of all of those; all of the categories.

MR. BORDELON:

Even if a project manager would only bill ten (10) hours in a month and a field tech would be --

MS. HOSKINS:

Right. It's just going to be an average

of those and they're going to plug it in to the thirty (30) points divided by the lowest cost and then divided by the total cost.

MR. BORDELON:

So just a straight --

MS. HOSKINS:

We're not going to weight it at this point. We usually weight it by a percentage of use. But just to be more accurate and be more fair, we just decided that we'd take all of the categories, add them up and divide by the --

MR. BORDELON:

Even the equipment?

MS. HOSKINS:

Uh-huh (affirmative).

MR. BORDELON:

So it's just going to be a tab down at the bottom?

MS. HOSKINS:

Uh-huh (affirmative).

MS. HUNTER:

When do you think you'll have the presentation and the timesheet up on the website?

MR. HAYWOOD:

The presentation is on the FTP site now and the sign-in sheet we should have up by the end of the day.

MR. SHACKELFORD:

Jason Shackelford with John Chance Land Surveys. Do you anticipate doing any short listing or interviews or will it strictly be on the proposal?

MS. WEIFENBACH:

Once we receive the proposals we can determine if we need a presentation based on the proposal.

MAN:

(Inaudible.) Have you guys decided on a total (inaudible) cost?

MR. HAYWOOD:

It's based on the proposal.

MR. BORDELON:

David Bordelon with Weston. All of the sones currently in use are owned by the State; is that correct? Or the current owner?

MS. WEIFENBACH:

They're owned by the current contractor.

MS. HUNTER:

Rachel Hunter with Comite Resources. For the methods section, you have a quick detailed SOP that has all of the methods in there. Do you expect to see that methodology -- just kind of copy and paste that in there you know, as far as the methods that are used?

MS. WEIFENBACH:

In where?

MS. HUNTER:

I'm sorry. In the proposal?

MS. WEIFENBACH:

We refer to the SOP for the proposal.

MS. HUNTER:

So you just want me to explain the methods that are going to be used as detailed in the proposal?

MR. HAYWOOD:

I don't think you need to cut-and-paste the information out of the SOP into the proposal. You should just reference that you will follow the SOP. I think you can recommend suggested modifications to our SOP's. That's part of our evaluation

process. If there are new innovations or some other thing that we might not be aware of that can get at some of what we're trying to get at better, I think that's worth noting in the proposal as well.

MS. HUNTER:

Okay. Thank you.

MR. SHACKELFORD:

Jason Shackelford, John Chance Land Surveys. So since all of the sone equipment is owned by the existing contractor, the current contractor, if they were not selected and an alternate contractor was selected, have you taken into account the switch over because they're going to have to pull their sones out and ours would be installed. I know, you know, an August timeframe, do you anticipate -- when do you anticipate the first data to get collected?

MS. WEIFENBACH:

August 1st.

MR. SHACKELFORD:

When would the contract be awarded?

MS. WEIFENBACH:

The contract will be awarded on April 2,

which gives plenty of time for the other contractor to get everything together.

MR. SHACKELFORD:

And that seems fairly ambitious for a contract of this nature. So if you -- what's the chance that you would say of that actually happening on that date?

MS. WEIFENBACH:

You would definitely have to work with the new contractor immediately to layout what can be done and a schedule of getting to the sites and getting everything done as quickly as possible because when you consider that hunting restrictions begin in September, there's a lot of work to be done immediately.

MR. SHACKELFORD:

Does the site have to be cleared of the old equipment?

MS. WEIFENBACH:

Uh-huh (affirmative). Well, pulling a sone is pretty much quick and easy.

MR. SHACKELFORD:

Right.

MS. WEIFENBACH:

Because there are the boardwalks, the staff gauges, everything else is there.

MR. HAYWOOD:

Are you asking how confident we are that the award is going to be given out on the 2nd to give you time?

MR. SHACKELFORD:

Just logistics of having the different contractor go out and pull all their equipment and get the new equipment installed and surveyed to make sure that we are collecting the highest quality data as of that date.

MS. SHARP:

You wouldn't pull the four by four that the sone is mounted to. That would stay. And it's got a survey nail. So you would just deploy your instrument down the hole. You would take down to the sensor elevation and you would be ready to rock-n-roll.

MR. SHACKELFORD:

But they wouldn't pull their instrument prior to putting a new instrument in?

MS. SHARP:

Yes. They would pull their instrument

but that's just taking the sone and the cable, not the box and the four by four.

MR. SHACKELFORD:

Right. But this is the interim period between the switch over. There could be two sones hanging from the same four by four.

MR. HAYWOOD:

No. I think the current contractor would have their equipment pulled by the August 1 start date so that you would be ready to hit the ground with your new sones.

MR. SHACKELFORD:

And that's what I'm saying is logistically, when -- does the existing data collection ever go on at the 381 sites can't be switched over on a weekend.

MS. WEIFENBACH:

Right.

MR. SHACKELFORD:

So just trying to see if -- obviously you don't want any disruption of data collection between the current and the future. It was just the logistics of how to deal with it.

MS. WEIFENBACH:

Right. Well when we work with the new contractor to set up an aggressive schedule to get everything installed as quickly as possible. So I would just anticipate -- the contractor would have to anticipate that. But before duck season or we're out half the year's data and we can't have that.

Okay. Thank you.

(THE MEETING CONCLUDED AT 10:32 A.M.)

CERTIFICATE

This certification is valid only for a transcript accompanied by my original signature and official seal on this page.

I, SUSAN ERKEL, Certified Court Reporter, in and for the State of Louisiana, as the officer before whom this meeting was taken, do hereby certify that the foregoing 26 pages were reported by me in the voice-writing method, and was prepared and transcribed by me or under my personal direction and supervision, and is a true and correct transcript to the best of my ability and understanding;

That I am not related to counsel or to the parties herein; am not otherwise interested in the outcome of this matter; and am a valid member in good standing of the Louisiana State Board of Examiners of Certified Shorthand Reporters.

SUSAN ERKEL

CERTIFIED COURT REPORTER

LICENSE NO. 24005

REPORTER'S PAGE

I, SUSAN ERKEL, Certified Court Reporter in and for the State of Louisiana, before whom this hearing was taken, do hereby state on the Record:

That due to the interaction in the spontaneous discourse of this proceeding, dashes (--) have been used to indicate pauses, changes in thought, and/or talkovers;

That same is the proper method for a Court Reporter's transcription of proceedings, and that the dashes (--) do not indicate that words or phrases have been left out of this transcript;

That any words and/or names which could not be verified through reference material have been denoted with the phrase "(spelled phonetically)."

Susan Erkel

SUSAN ERKEL
CERTIFIED COURT REPORTER
LICENSE NO. 24005